

EDITED TASK LISTING

CLASS: CONSTRUCTION SUPERVISOR II, CORRECTIONAL FACILITY (CF)

NOTE: Each position within this classification may perform some or all of these tasks.

| Task # | Task |
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| 1. | Plan, supervise, direct, and oversee the work activities of assigned staff at multiple facilities responsible for coordination of inmate/ward labor projects involving construction, alterations and repair of large scale buildings and structures in compliance with plans, specifications, building codes and standards under the general direction of the Construction Supervisor III, CF. |
| 2. | Review and assist in the development of cost estimates (e.g. materials, labor, equipment, contracts etc.) and resource loaded construction schedules in order to support construction project funding requests utilizing plans, specifications and work descriptions under the general direction of the Construction Supervisor III, CF. |
| 3. | Supervise and assist in the development of project construction schedules by considering the entire scope of the project including the material and labor availability, subcontractor constraints, and site conditions referencing the approved construction documents (e.g., plans and specifications, etc.) in order to meet priority objectives (e.g., project urgency and costs, etc.) under the general direction of the Construction Supervisor III, CF. |
| 4. | Plan, supervise and assist in identifying the need for contracts based on approved construction documents, develop scope of work, timelines, estimates, and type of contracts (i.e. public works contracts or service contracts), issue notices to proceed and notices of completion, approve/ disapprove payments/invoices under the general direction of the Construction Supervisor III, CF. |
| 5. | Direct and assist assigned staff in the reviewing of plans, specifications, and work descriptions against actual field conditions and implements/recommends necessary changes and provides technical assistance to professional architectural and engineering staff in order to clarify construction issues through the Request for Information (RFI) and Change Order (CO) process under the general direction of the Construction Supervisor III, CF. |
| 6. | Review and inspect work in progress for compliance with plans, specifications, codes and standards and provide status reports to management regarding project schedules and deadlines per program policies and guidelines. |
| 7. | Review and approve procurement of necessary materials, tools and equipment as determined from the approved construction documents in accordance with state purchasing guidelines in order to complete an assigned project under the general direction of Construction Supervisor III, CF. |
| 8. | Supervise and assist assigned staff in the coordination of construction and repair projects with the facility so as to minimize the impact on security, operations and programs including utility interruptions, to comply with the Department Operations Manual (DOM), California Code of Regulations, Title 15 under the general direction of the Construction Supervisor III, CF. |

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| 9. | Plan, supervise, and direct assigned staff to maintain the Injury Illness Prevention Program (IIPP) to include but not be limited to: development of project specific safety plans, document and maintain training and safety records, conduct "tailgate" safety meetings, perform daily job site safety inspections, identify and correct safety issues, conduct hazard assessment and take corrective action, provide specific individual training on the use of tools and equipment, train individuals/groups in the appropriate interpretation and application of departmental policies, procedures, guidelines, laws and rules, regulations as required by Cal-OSHA standards. |
| 10. | Directs and assists in the review of data and submittals (e.g., shop drawings and manufacturers cut sheets, etc.) to ensure materials and equipment specified comply with plans and specifications, provide recommendations/approval to the Architectural and Engineering Section under the general direction of the Construction Supervisor III, CF. |
| 11. | Implement and monitor controls to ensure accurate project records which includes budget allocations for inmate/ward, casual, civil service staff timekeeping and payroll, material purchases, contracts, tracking of CO, inspection records, RFIs and project "As-Built" documents under the general direction of the Construction Supervisor III, CF. |
| 12. | Deliver effective oral presentations to management, institutional administration, and employees in order to communicate project status utilizing various tools, equipment, and aids as appropriate. |
| 13. | Communicate professionally and effectively both orally and in writing, utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations as needed. |
| 14. | Apply civil service laws, rules, regulations, departmental policies and procedures, etc. to construction processes in order to ensure compliance as needed. |
| 15. | Perform long-term planning of program activities to ensure the goals and objectives of the Department are achieved utilizing five year plan, master plan, schedules, capital outlay budget change proposals, court mandated projects, etc. under the general direction of the Construction Supervisor III, CF. |
| 16. | Administer and monitor the testing and inspection requirements of assigned projects as defined in the departmental policies and procedures and California Code of Regulations on a continuous basis. |
| 17. | Direct and provide training and supervision of civil service staff, casual labor and inmates/wards through safety and orientation programs that familiarize employees with correctional and program policies and procedures unique to performing construction in the Department of Corrections and Rehabilitation, including the IIPP under the general direction of the Construction Supervisor III, CF. |
| 18. | Maintain security of assigned working areas through inspections and searches for contraband (e.g., weapons or illegal drugs, etc.) and inventory of materials, tools, keys and locks in accordance with DOM, departmental policies and procedures, Title 15, California Code of Regulations. |

Bold Text-indicates not on Classification Spec.

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| 19. | Direct and supervise assigned staff in the maintenance and repairing of construction tools and equipment according to the departmental and program's policies and procedures under the general direction of the Construction Supervisor III, CF. |
| 20. | Conduct meetings or provide training to individuals/groups in the appropriate interpretation and application of policies and procedures to improve job skills, knowledge, and safety awareness utilizing various methods (e.g., classroom, on the job training, mentoring) as needed for successful job performance and upward mobility under the general direction of the Construction Supervisor III, CF. |
| 21. | Complete employee Individual Development Plan (IDP), performance evaluations and probationary reports in order to document accomplishments, performance goals and areas of improvement, etc. as well as document employee performance for counseling and disciplinary activities utilizing basic and advanced supervisory training, IDP form, as needed. |
| 22. | Participate in hiring of new civil service staff and oversight of assigned staff in implementing the hiring of casual employees for the Inmate/Ward Labor Program through coordination and in accordance with appropriate Building Trades Unions in order to provide skilled labor to facilitate completion of assigned construction projects under the general direction of the Construction Supervisor III, CF. |
| 23. | Provides leadership and guidance to construction crews through communication and organizational skills to produce a quality product within budget and schedule as necessary. |
| 24. | Provide assistance to managers, employees, control agencies, and others on varied and/or sensitive complex matters to resolve construction issues, provide information, options, and/or recommendations, etc. using various references/policies, etc. as needed and/or upon request. |
| 25. | Travel (including overnight) to various regional and statewide locations to facilitate direct supervision and positive lines of communication, standardize services, implement policies and procedures, to attend training and continuing education, etc. using state or privately-owned vehicle, airlines, etc. as necessary and/or under the general direction of the Construction Supervisor III, CF. |
| 26. | Maintain the safety and security of persons and property, to prevent escape of and injury by persons committed to the Department of Corrections to themselves or others or to property in accordance with the DOM, departmental policies and procedures, Title 15, California Code of Regulations. |
| 27. | Use verbal and written communication to reinforce and reward contributions, accomplishments, achievements and positive performance by assigned staff to implement appropriate supervisory practices. |
| 28. | Direct and assist assigned staff in the selection of inmates/wards and works with the Department of Corrections and Rehabilitation classification committee to ensure that qualified inmate/ward labor is provided for each construction project. |

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| 29. | Carries out supervisory responsibilities in the work place with regard to department-wide mandates concerning Equal Employment Opportunity and other personnel practices as defined by regulatory agencies and established guidelines/policies in order to ensure a discrimination free work environment. |
| 30. | Address stressful situations in the work place, in a professional and tactful manner in order to promote employee overall health and well-being in accordance with professional ethics as needed. |